

"I found the resume builder class to be very informative. Hints, like mentioning the employer's name, go a long way to getting a job."

Jacob, Alumnus 2012

Criteria

We are looking for hard-working and passionate teens who are curious about a profession and what that specific job entails.

Selection will be based on completion of your application, your essay responses, an interview, and perceived compatibility with our business partners.

FAQ

Who can apply?

Any high school junior or senior that lives and / or attends school within the City of Redmond. Students must be 16 years old by the March 20th, 2015 application deadline.

How many hours is the job shadow?

The Job Shadow will be 20 hours spread over the course of two weeks.

When will I be working?

The Job Shadow will take place July 5-15, 2016. You and your business partner will work together to determine your specific schedule. Along with the actual job shadow, you will also attend four two-hour training sessions, an orientation, and a closing social upon completion of the program. Exact dates are on the application.

Will I be financially compensated?

No, this is not a paid position.

Will this cost me anything?

You will need to provide your own meals and transportation. If you are unable to provide your own transportation, the City of Redmond can help on a case-by-case basis.

How does this help me?

This program will help you gain some job skills for future employment, such as interviewing skills and hands-on experience. It will also give you a unique perspective on the day-to-day activities you will encounter in a field that interests you.

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**TEEN
JOB
SHADOW**
July 5-15, 2016

*experience
for college
& beyond.*



RYPAC
voice • recreation • service

Important Dates

Mar 18	Applications due
Mar 28 - Apr 1	Semi-finalists will be interviewed. An email will be sent to all candidates regarding their application status or interview time.
Apr 11	Finalists will be selected. Candidates will be notified by email regarding their application status and placement.

Timeline

(For selected participants)

Apr 26 (Tue)	Teen Orientation & Expectations
May 3 (Tue)	Training 1 - Meet your Employer & Feedback on Student Resume
May 10 (Tue)	Training 2 - Resumes & Cover Letters
May 17 (Tue)	Training 3 - Interview Skills
May 24 (Tue)	Training 4 - Financial Literacy
May 31 (Tue)	Training 5 - Workplace Conflict & Interpersonal Skill Workshop
Jul 5-15	Job Shadowing (exact dates/times TBD with your supervisor)
Jul 15 (Fri)	End of Event Celebration Dinner, 6:30-8:30pm, Old Redmond Schoolhouse Community Center

Location

Orientation/Training

Old Redmond Schoolhouse Community Center
16600 NE 80th St. Redmond WA 98052

Times 6:30-8:30PM

**Your Job Shadow Business Partner/Location will be announced in your letter of acceptance via email*

ABOUT Teen Job Shadow

The Redmond Youth Partnership Advisory Committee (RYPAC) hosts this program for high school juniors and seniors who live in the City of Redmond. Students will be able to participate in a 20-hour job shadow of a career field that excites them!

- Meet an experienced professional in career field of interest
- First-hand insight on day-to-day activities
- Resume, cover letter, and interview skills
- Networking and reference possibilities
- Leadership and communication skills
- Trainings to prepare students to succeed in college and beyond

Past Business Partners

- Greenbaum Home Furnishings - Interior Design
- Element Cycles
- Transpogroup
- Redmond-Fall City Animal Hospital
- Redmond Physical Therapy
- City of Redmond Farrel-McWhirter Farm
- Hopelink
- RE Bourke
- Redmond Reporter

Application Process

1

Submit resume, completed application, and short answers via email or hard copy*

Due March 18th

2

Semi-finalists will be notified via email and scheduled for an interview

3

Finalists will be notified by April 11th

*Go to Redmond.gov/teens for an application. Applications can also be picked up and/or returned at the Old Fire House, Redmond High School Career Center, and Old Redmond Schoolhouse Community Center.

Contact

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